

Appendix E

FORMAT FOR REQUESTING CRITICAL ACQUISITION
POSITION ASSIGNMENT WAIVERS

From: (Management official authorized to make the request)
To: Director, Acquisition Career Management
Office of the Assistant Secretary of the Navy
(Research, Development and Acquisition)
2211 South Clark Place
Arlington, VA 22244-5104
Via: (As determined by command) and,
for Navy military only, the request must be forwarded via
Bureau of Naval Personnel (PERS-447)
Washington, D.C. 20370-5000

(R)

Subj: REQUEST FOR CRITICAL ACQUISITION POSITION (CAP) ASSIGNMENT WAIVER

1. Please grant a CAP assignment waiver to assign the following non-Acquisition Professional Community (APC) member to a critical acquisition position.

Name:

Position title, civilian series or military designation, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the APC selection standards that the person lacks. Be specific, e.g., lacks 12 of the required 24 semester hours in business disciplines, 2 of 4 training courses, 3 of 4 years of acquisition experience, etc.

3. Describe the unusual circumstances justifying the waiver or the reasons why the person's qualifications obviate the need for becoming an APC member. Explain why an APC selection standard waiver is not appropriate in this case.

4. Explain what steps have been taken to find qualified APC members and why qualified APC members are not available to fill the position.

Signature of requesting official and title

Approved/Disapproved

DACM signature and date

Distribution (after approval):

Original to requesting official (requesting official see part 1, chapter V, paragraph 6b(3) for further distribution)

Appendix E to
Enclosure (1)

31 MAY 1995

General Guidance

1. Follow the CAP assignment waiver format as it is vital that all required information be provided. Review part 1, chapter V before initiating a CAP assignment waiver.
2. A CAP assignment waiver must be granted before a non-APC member may be assigned to a CAP.
3. These waivers must be initiated by management.
4. A CAP assignment waiver is valid only for the specific position for which granted. It will not carry forward if the person is assigned to another CAP.
5. A CAP assignment waiver cannot be granted unless there are no qualified APC members available to fill the position. Explain what steps have been taken to find qualified APC members to fill the position.
6. The original approved waiver must be filed in the person's official file and recorded in the appropriate automated data system.